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| Job Title: | **Holiday Club Assistant** |
| Reporting to: | **Duty Manager and Area Manager** |
| Based at: | Eastbourne Sites |
| Hours: | Casual |

**The Post**

**Background**

Wave Leisure Trust Ltd. (WLT) was formed in 2006 as a registered charitable company limited by guarantee.The Trust manages eight facilities on behalf of Lewes District Council, East Sussex County Council, and in partnership with Seaford Head School, Ringmer Community College, Priory School and Newhaven Town Council.

The WLT Team bring considerable experienced in the management of all aspects of community leisure, sports and recreation services and activities, such as leisure centres, swimming pools, health and fitness suites and athletics tracks, as well as associated activities.

**The Post in Context**

We have taken positive steps in developing our site management’s approach to the ‘customer’s journey’. Through investment in facilities, systems and processes we have experienced growth in participation but it is essential for us to continue to explore new opportunities for investment and partnership, to inspire active lifestyles within our communities.

In addition, with the potential for Lewes District Council (LDC) to bring the Newhaven Fort into WLT we are at an exciting and pivotal point in WLT’s growth and we require a dedicated professional to ensure WLT continues to build a business committed to ‘excellence’.

The provision of a supervised under 8’s session provides a valuable service for our customers and for the community and our aspiration is for all children who attend to enjoy the experience in a safe environment.

**Job Purpose**

During the school holidays we run a Play scheme and we are looking to recruit an Assistant to work alongside another member of staff and supervise all children booked onto the sessions.

You will have not only the passion and energy required to ensure that the children enjoy the supervised sessions, but also an in depth knowledge and understanding of Health and Safety legislation relating to Safeguarding of Children.

All holiday schemes are Offsted registered and will need to be run in accordance with the regulations.

**The Purpose of the Role**

* To work within a team of assistants to ensure the safety of the children at the Supervised Sessions.
* To ensure that the sessions are interactive and fun providing a variety of activities.

**Customer Service**

The priorities of the Assistants are:

1. To provide a friendly and efficient service to all customers.
2. To pro-actively provide information to promote the Centre to the public at all times.
3. To respond positively to customer enquiries.

**Health and Safety**

To be carry out Health and Safety procedures for all the sessions.

Ensure that First Aid equipment is available and usable.

To exercise all due care in respect of Health and Safety at Work and carry out the requirements of the Trust’s systems and procedures on Health and Safety.

**Other Duties**

To carry out other duties as required.

To adhere to Wave Leisure Trust’s policies and procedures.

I agree to accept this Job Description.

Signed: Date:

Name: